



LEGISLATIVE COVER MEMO

Introduction: April 15, 2024

Agenda Item: **Resolution 2024-28**

AMENDING RESOLUTION 2024-09 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2024

Submitted by: Cindi Chibis, Human Resources Specialist

Scope/Description: This resolution adds the newly created Senior City Engineer position. This position can be full-time or part-time. There will only be one Senior City Engineer in either the full-time or part-time authorized positions.
This resolution also corrects the title of the Administrative Assistant for Fire & EMS.

Budget Impact: None.

Exhibits: Exhibit A: List of Authorized Positions

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2024-28

AMENDING RESOLUTION 2024-09 AND AUTHORIZING POSITION TITLES AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF FRANKLIN PERSONNEL FOR THE YEAR 2024

WHEREAS Section 3.03 of the City of Franklin Charter grants this Council the power to fix the number of employees in the various offices, departments, divisions, bureaus, boards and commissions of the City, by ordinance or resolution; and

WHEREAS, Section 171.04 of the Codified Ordinances of the City of Franklin requires this Council, by ordinance or resolution, to establish a yearly list of position titles and the number of positions that may be filled under each title for each department of the City government; and

WHEREAS, on February 5, 2024 this Council passed Resolution 2024-09 Authorizing position titles for each title for City of Franklin personnel for the Year 2024;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, a majority of the members of Council present concurring, that:

Section 1. The attached list, Exhibit A, of position titles and the number of positions to be filled under each title for the year 2024 is hereby authorized and approved, subject to the availability of funds authorized in the Annual Appropriations Ordinance:

Section 2. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: April 15, 2024

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on April 15, 2024.

Khristi Dunn, Clerk of Council

City of Franklin
Authorized Position Titles

	Full Time	Part-Time	Seasonal	Volunteer
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A. Council:

Clerk of Council	1	0	0	0
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B. Administration:

City Manager	1	0	0	0
Assistant City Manager	1	0	0	0
Admin. Assistant to City Manager	0	0	0	0
Secretary to City Manager	0	1	0	0
Human Resources Specialist	1	0	0	0
Seasonal Intern	0	0	4	0

C. Finance Department:

Finance Director	1	0	0	0
Finance Clerk	0	1	0	0
Payroll Clerk	1	0	0	0
Accounts Payable Clerk	1	0	0	0

Income Tax Division:

Income Tax Administrator	1	0	0	0
Income Tax Clerk	1	1	0	0
Seasonal Income Tax Clerk	0	0	2	0

Utility Billing Division:

Utility Billing Administrator	2	0	0	0
Utility Clerk	1	1	0	0

D. Law Department:

Law Director	0	1 (contractual)		
Prosecutor	0	1 (contractual)		

E. Public Works Department:

Public Works Director	1	0	0	0
Assistant Public Works Director	1	0	0	0
Administrative Assistant for Public Works	1	0	0	0
Custodian	1	0	0	0
Seasonal Labor	0	0	10	0

Parks Division:

Park Worker/Lead	1	0	0	0
Park Worker	1	0	0	0
Recreation/Event Coordinator	0	1	0	0
Parks & Recreation Personnel	0	0	20	0

Stormwater Division:

Utility Person – Stormwater	2	0	0	0
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City of Franklin
Authorized Position Titles

	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
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Streets Division:

Street Superintendent	1	0	0	0
Utility Person – Street	4	0	0	0

Water Division & Sewer Division:

Water & Sewer Lead	1	0	0	0
Utility Person	8	0	0	0

Water Treatment Division:

Water Treatment Superintendent	1	0	0	0
Water Operator	1	0	0	0

F. Safety Department:

Safety Director	0	0	0	0
Assistant to the Safety Director	0	0	0	0
Administrative Assistant for Safety Departmer	0	1	0	0

Fire & EMS Division:

Chief	1	0	0	0
Secretary to <u>Administrative Assistant</u> <u>for</u> Fire & EMS Division	0	2	0	0
Captain	1	0	0	0
Lieutenant	5	0	0	0
Firefighter	12	0	0	0
Second Lieutenant	0	0	0	2
Volunteer Firefighter	0	0	0	65

Police Division:

Chief	1	0	0	0
Captain	1	0	0	0
Lieutenant	0	0	0	0
Sergeant	4	0	0	0
Patrol Officer	22	0	0	0
Cadet (included in Patrol Officers Total)	2	0	0	0
School Resource Officer	0	1	0	0
Lead Dispatcher	1	0	0	0
Dispatcher	6	0	0	0
Property Room & Evidence Manager	0	1	0	0
Reserve Officer	0	0	0	5
Reserve Dispatcher	0	0	0	5

Building & Zoning Division:

<u>Senior City Engineer</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
City Engineer	1	0	0	0
Assistant City Engineer	1	0	0	0
Zoning Official	0	1	0	0

City of Franklin
Authorized Position Titles

	<u>Full Time</u>	<u>Part-Time</u>	<u>Seasonal</u>	<u>Volunteer</u>
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Building & Zoning Division contd:

Code Official	1	0	0	0
Property Maintenance	1	1	0	0

G. Boards & Commissions:

Civil Service Comm. Secretary	0	1	0	0
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H. Municipal Court:

Municipal Court positions as authorized by the Ohio Revised Code or Municipal Court Judge